Update or Retire a Fiscal Year

How to Update or Retire a Fiscal Year in Muhasib ERP

Overview

This guide will help you correct an unused fiscal year or determine whether it can be removed safely.

Update changes the set up period. Delete runs multiple dependency checks and should be treated as irreversible until recovery is proven.

Who can do this

You need access to Fiscal Year Update; Fiscal Year Delete plus explicit financial approval for removal.

Before you start

Back up the database. Review sales, purchases, expenses, vouchers, accounting, stock adjustments, manufacturing, and other records within the period.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Essentials Setup → Manage Fiscal Year.

Update or Retire a Fiscal Year

Step 1: Select the exact fiscal year

Step 2: For correction, edit dates/description/status, choose Update, and confirm

Step 3: Do not shorten a range around existing transactions without financial

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Step 4: For retirement, deactivate it and confirm that it has no

For retirement, deactivate it and confirm that it has no dependent records.

Step 5: Choose Delete only after explicit approval

Step 6: Stop if Muhasib reports any dependency

Check your work

Compare and Confirm period-based reports before and after an approved change. Make sure the intended current year remains active.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Never remove a year to hide transactions or reporting discrepancies.
- If dependency checks disagree with reports, preserve both results for support.

Related guides

- Create and Activate a Fiscal Year
- Change the Active Fiscal Year
- Create and Verify a Manual Backup

What to do next

> **Create and Activate a Fiscal Year**.

Revision #0
Created 2026-09-04 09:19:58 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed